

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Arlington School Committee desires that new members be informed of the following procedural arrangements, based upon School Committee policies:

1. No group or individual (student, teacher, administrator or member of the community) should be permitted to make a request of or a presentation to the School Committee without having followed the appropriate administrative route. Invariably, presentations are followed by requests for action and administrative recommendations, and without sufficient time to evaluate proposals, wrong judgments can be made.
 2. Visits to schools by School Committee members are welcome and essential to improve morale and for the purpose of seeing facilities and programs. However, the central office and the building administrator should be notified of such visits. Concerns about the facilities, staff, administration should be conveyed to the central administration, if the School Committee member deems it necessary. No commitments to action should be promised by individual Committee members, except for reporting to the central office.
 3. Personal criticisms of individual staff members or staff members identifiable by position should be made in executive sessions. Criticisms openly voiced tend to reduce the stature of the whole educational organization to the general public, usually through rumors and through the press. 4. Requests for information by individual School Committee members will be treated as promptly as each administrator's time schedule permits. It is understood that School Committee members actual assignments originate by vote of the Committee.
 4. The central administration schedules regular meetings to review total system problems and for planning. This is a priority time commitment, and short of an extreme emergency will not be interrupted. This staff time can be used to explore School Committee concerns 6. A long-range agenda will be developed with a view toward establishing some sort of pattern for (1) conducting regular business, (2) reviewing and developing the policies and procedures of the Committee, and (3) receiving informational reports from Principals, department heads and special staff.
1. Work sessions will be planned when appropriate.
 2. From time to time, the central staff may ask for a temporary subcommittee of the School Committee to act as a resource group and to react to administrative planning efforts.

CROSS REFS: BBAA, School Committee Member Authority
 BDC, Executive Sessions
 BDDH Public Participation at School Committee Meetings
 KLD, Public Complaints About School Personnel

Materials for New School Committee Members

Policies and Regulations of the Arlington School Committee
MASC Handbook for School Committee members
General Laws of Education Relating to School Committees
Current Arlington school budget
Current agreements between the Arlington Education Association and the Arlington School Committee
Current and Revised agreement between Arlington School Committee and Superintendent, Assistant Superintendent, Chief Financial Officers, Director of Special Education.
All current and revised agreements between Arlington School Committee and Collect Bargaining and/or employee's, Massachusetts General Laws
Minutes of meetings from January 1 to present
Telephone directory
Unit A, B, and C contracts
Staff directory
Student and staff handbooks

File Cabinet

Membership in following organizations:
Massachusetts Association of School Committees (MASC)
National School Boards Association (NSBA)
New England School Development Council (NESDEC)

Revised and approved by School Committee: May 13, 2008